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Approved For Release 2003/08/20 : CIA-RDP83-00957R000100020004-2

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SUPPLY DIVISION INSTRUCTION  
NO. 45-25

15 March 1972

51 45-25

INSPECTION AND TESTING OF COMMUNICATIONS MATERIEL

Revision: SDI 45-25, dtd 14 Nov 1958

1. PURPOSE

This Instruction establishes policy governing the inspection and testing of communication equipment, assemblies and/or parts under the technical cognizance of the Office of Communications (OC).

2. RESPONSIBILITY

The OC has sole responsibility for inspecting and testing all communication equipment, assemblies and/or parts, incoming and/or outgoing, under its technical cognizance. Therefore, all communication equipment, assemblies and/or parts, will be referred to the OC representative (Testing and Inspection Shop) prior to its placement in storage or shipment. The only exception to this will be when the appropriate document, Requisition (Form 88) and/or Property Turn-In (Form 1707), is annotated "INSPECTION WAIVED" and signed by one of the following:

- a. Chief, Staff Communications Division, OC
- b. Deputy Chief, Staff Communications Division, OC
- c. Chief, Support Branch, OC

Chief, Supply Division, OL

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CONCUR

Chief, Staff Communications Division, OC

Date

Distribution:

- E plus 2 - OC-E  
1 - Audit Staff

OL/SD/FSB/ (15 March 1972)

CONFIDENTIAL

INSTRUCTION NO.  
LI 45-32

LI 45-32  
LOGISTICS  
25 June 1980

SUBJECT: Test and Inspection of Communications Materiel  
at [REDACTED]

RESCISSION: Supply Division Instruction 45-25, Inspection  
and Testing of Communications Materiel, dtd  
15 Mar 1972

1. PURPOSE AND SCOPE

This Instruction establishes policy and prescribes responsibilities and procedures governing the testing and inspection (T&I) of communications-related materiel when received at, or when issued from, [REDACTED] exclusive of materiel of that nature received specifically for the Office of Technical Service (OTS), or under OTS cognizance, or for the National Photographic Interpretation Center (NPIC).

2. POLICY

- a. The Office of Communications (OC) has the sole responsibility for determining whether the above materiel will require T&I and to what extent it will be performed, whether the materiel is for OC or for any other Agency component (except OTS and NPIC). This applies equally to stock issues, to materiel received for stock, and to items received for immediate shipment to a consignee (direct procurements).
- b. OC has determined those items that require T&I. These are identified by Federal Class in Attachment A for receipts and Attachment B for stock issues. Any changes to these lists must be approved by the Chief, Field Engineering Branch (FEB), Foreign Networks Division, OC.
- c. Any exceptions to the guidance provided by the above lists must be approved on a case-by-case basis by the Chief or Deputy Chief, Materiel Support Section, FEB (or by the Chief, FEB).

3. PROCEDURES

Office of Logistics (OL) depot personnel will visually inspect all items received from vendors or to be issued from stock to ascertain or verify quantity, completeness, proper identification, and general condition. For stock issues the inspection also includes assurance that any shelf-life expiration dates have not lapsed. Those items that also require technical inspection in accordance with the policy established in paragraph 2 above will be delivered to the OC T&I facility in accordance with the following procedures:

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- a. Receiving Branch (CD/RB) will deliver to the OC T&I facility:
  - (1) Any item received from a vendor that is listed in Attachment A that is not specifically for OTS or NPIC unless (1) non-OC components select to perform their own T&I function at their facilities and they clearly annotate this request on the requisition, (2) notification that T&I is waived is received by telephone or speed letter (only Chief or Deputy Chief, MSS and Chief, FEB are authorized to waive T&I on OC requisitions) or (3) the requisition or procurement instrument is annotated "T&I to be performed at the plant." In the latter case CD/RB must determine the actual name of the inspector. If that cannot be ascertained from the file or through a call to the requisitioner, the materiel will be delivered for T&I.
  - (2) Any item received from a vendor of a communications nature not listed in Attachment A for which T&I has been requested by telephone or speed letter from a requisitioner, provided approval for that action is obtained from Chief or Deputy Chief, MSS.
- b. Materiel Facilities Branch (CD/MFB) will deliver to the OC T&I facility:
  - (1) Any item to be issued from stock that is listed in Attachment B that is not specifically for OTS or under OTS cognizance, unless requested otherwise by the Chief or Deputy Chief, MSS.
  - (2) Any item to be issued from stock of a communications nature not on Attachment B when T&I is requested by a note on the requisition, provided approval for that action is obtained from the Chief or Deputy Chief, MSS.

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James H. McDonald  
Director of Logistics

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Director of Communications

8.6.80  
Date

Attachment A  
LI 45-32

FEDERAL CLASSES OF MATERIEL THAT REQUIRE T&I UPON RECEIPT  
FROM VENDORS

2910	Engine Fuel System Components, Nonaircraft
2915	Engine Fuel System Components, Aircraft
2920	Engine Electrical System Components, Nonaircraft
2930	Engine Cooling System Components, Nonaircraft
2940	Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft
2950	Turbosuperchargers
2990	Miscellaneous Engine Accessories, Nonaircraft
3670	Specialized Semiconductor, Microcircuit, and Printed Circuit Board Manufacturing Machinery
4120	Air-Conditioning Equipment
4130	Refrigeration and Air-Conditioning Components
4140	Fans, Air Circulators, and Blower Equipment
5430	Storage Tanks
5445	Prefabricated Tower Structures
5805	Telephone and Telegraph Equipment
5810	Communications Security Equipment and Components
5815	Teletype and Facsimile Equipment
5820	Radio and Television Communication Equipment, Except Airborne
5821	Radio and Television Communication Equipment, Airborne
5825	Radio Navigation Equipment, Except Airborne
5830	Intercommunication and Public Address Systems, Except Airborne
5835	Sound Recording and Reproducing Equipment
5840	Radar Equipment, Except Airborne
5850	Visible and Invisible Light Communication Equipment
5895	Miscellaneous Communication Equipment
5905	Resistors
5910	Capacitors
5915	Filters and Networks
5920	Fuses and Lightning Arresters
5925	Circuit Breakers
5930	Switches
5935	Connectors, Electrical
5945	Relays and Solenoids
5950	Coils and Transformers
5961	Semiconductor Devices and Associated Hardware
5962	Microcircuits, Electronic
5965	Headsets, Handsets, Microphones and Speakers
5970	Electrical Insulators and Insulating Materials
5975	Electrical Hardware and Supplies
5977	Electrical Contact Brushes and Electrodes
5985	Antennas, Waveguide, and Related Equipment
5995	Cable, Cord, and Wire Assemblies; Communication Equipment
6105	Motors, Electrical
6110	Electrical Control Equipment
6115	Generators and Generator Sets, Electrical
6120	Transformers: Distribution and Power Station

Attachment A  
LI 45-32

FEDERAL CLASSES OF MATERIEL THAT REQUIRE T&I UPON RECEIPT  
FROM VENDORS

(Continued)

6125	Converters, Electrical, Rotating
6130	Converters, Electrical, Nonrotating
6145	Wire and Cable, Electrical
6150	Miscellaneous Electric Power and Distribution
6350	Miscellaneous Alarm and Signal Systems
6625	Electrical and Electronic Properties Measuring and Testing Instruments
6940	Communication Training Devices
7010	ADPE Configuration
7020	ADP Central Processing Unit (CPU, Computer), Analog
7021	ADP Central Processing Unit (CPU, Computer), Digital
7022	ADP Central Processing Unit (CPU, Computer), Hybrid
7025	ADP Input/Output and Storage Devices
7035	ADP Accessorial Equipment
7040	Punched Card Equipment
7045	ADP Supplies and Support Equipment
7050	ADP Components

Attachment B  
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## FEDERAL CLASSES OF MATERIEL THAT REQUIRE T&amp;I UPON ISSUE

<u>CLASS</u>	<u>DESCRIPTION</u>
5805	Telephone and Telegraph Equipment
5810	Communication Security Equipment
5811	Other Cryptographic Equipment and Components
5820	Radio and Television Communication Equipment, Except Airborne
5821	Radio and Television Communication Equipment, Airborne
5830	Intercommunication and Public Address Equipment, Except Airborne
5835	Sound Recording and Reproduction Equipment
5840	Radar Equipment, Except Airborne
5850	Visible and Invisible Light Communication Equipment
5895	Miscellaneous Communication Equipment
5999	Miscellaneous Electrical and Electronic Equipment (Wells Fargo Alarm and Detector Systems ONLY)
6110	Electrical Control Equipment
6350	Miscellaneous Alarm and Signal Systems (Wells Fargo Alarm and Detector Systems ONLY)
6625	Electrical and Electronic Properties Measuring and Testing Instruments
6940	Communication Training Devices
7010	ADPE Configuration
7020	ADP Central Processing Unit, Analog
7021	ADP Central Processing Unit, Digital
7022	ADP Central Processing Unit, Hybrid
7025	ADP Input/Output and Storage Devices
7035	ADP Accessorial Equipment
7040	Punched Card Equipment
7045	ADP Supplies and Support Equipment
7050	ADP Components

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24 JUN 1980

MEMORANDUM FOR: Executive Officer to the DDA  
ATTENTION: Chief, Regulations Control Division, ISS/DDA  
FROM: James H. McDonald  
Director of Logistics  
SUBJECT: Proposed Headquarters Notice - CIA Participation  
in the GSA Furniture Reform Plan

1. It is requested that the attached proposed Headquarters Notice concerning the furniture moratorium be published.

2. It is suggested that this Notice be published over the signature of the DDCI since GSA requested that exceptions to the furniture moratorium be approved at the highest level within the Agency. Paragraph 5 of the proposed Notice requires approval by a Head of an Independent Office or an Operating Official (as defined in ) for exceptions to this moratorium.

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3. For further information regarding this proposed Notice, please contact the Plans and Programs Staff, Office of Logistics, extension

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James H. McDonald

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Att.

cc: EO/DDA

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